

City of Richfield
Sign Permit Application

Office use only

Job Site Address: _____ Fee _____

Date: _____ Business Name: _____

Property Owner

Name _____
Address _____ Unit # _____
City _____ State _____ Zip _____
Phone () _____ Cell Phone () _____

Sign Installer

Name _____
Address _____ E-Mail Address _____
City _____ State _____ Zip _____
Phone () _____ Cell Phone () _____ License # _____

Property Use	Type of Sign	Temporary Sign	Sign Specifications
<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Multi-Family	<i>(choose one)</i> <input type="checkbox"/> Wall <input type="checkbox"/> Pylon <input type="checkbox"/> Monument <input type="checkbox"/> Ground	<input type="checkbox"/> Banner <input type="checkbox"/> Ground Limit: 28 Calendar Days From: _____ to _____	Colors: _____ Sign Copy: _____ _____ If Wall Sign, provide size of Wall: _____

Sign Information

Length: _____	Provide size of existing signage (indicate size, location & elevation on site plan) _____ Location on Structure: _____ SetBack: _____ Elevation: _____	<input type="checkbox"/> Single Faced <input type="checkbox"/> Double Faced Illuminated <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Contractor: _____
Height: _____		
Width: _____		
Sq. Ft: _____		

Specific Description of Work to be Completed

_____ _____ _____

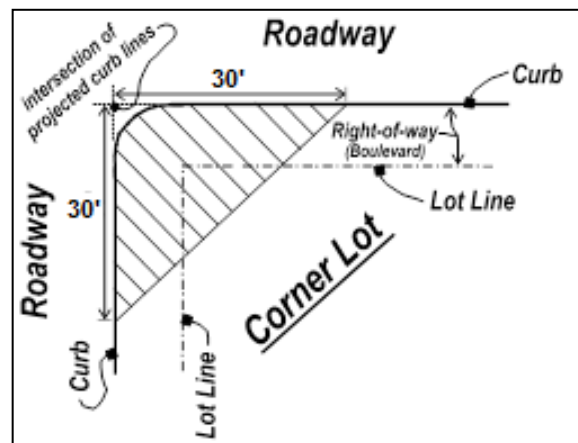
I hereby apply for a sign permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Richfield and with the Minnesota Building Code.

Applicant's Signature: _____	Date: _____
Property Owner or Agent Signature: _____	Date: _____

REQUIRED INFORMATION ON APPLICATION FOR SIGN PERMIT

- ☐ **A completed application form.** A separate application form is required for **EACH** sign.
- ☐ **A survey or site plan** showing the exact location of the sign on the site, including its position relative to buildings, structures, streets, alleys, sidewalks and property lines. All plans must be to scale. Property pins should be located in the case of ground and pedestal signs.
- ☐ **Two copies of the sign plans and specifications** showing the following information: Sign copy, Number of sign faces, Sign colors and construction materials, Sign dimensions.
- ☐ **A building elevation plan** showing the exact location of the sign on the building, including the dimension of the sign and building elevation. Show size of window when applying for window signs.
- ☐ **Building permits** are required for footings and supports of all ground signs and projecting signs. Engineered drawings may be required.
- ☐ **Licensed sign installers must obtain sign permits.** The City of Richfield requires its own sign installer's license.
- ☐ **An electrical permit** is required for all new lighted signs and must be applied for before the sign permit will be issued.
- ☐ **PERMIT MUST BE OBTAINED BEFORE SIGN INSTALLATION OR A PENALTY WILL APPLY.**

925.01. Traffic visibility. On corner lots in all districts, nothing shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between the height of 30 inches and ten feet above the abutting curb line of the intersecting streets within a triangular area defined as follows: "beginning at the intersection of the projected curb lines of two intersecting streets, thence 30 feet along one curb line, thence diagonally to a point 30 feet from the point of beginning on the other curb line, thence to the point of beginning".



FEES	REQUIRED INSPECTIONS
\$100.00 – PERMANENT SIGN (ANY SIZE)	<input type="checkbox"/> Final <input type="checkbox"/> Routine <input type="checkbox"/> Investigation <input type="checkbox"/> Questions at site <input type="checkbox"/> No Inspection Required
\$35.00 – EACH 28 DAYS FOR TEMPORARY SIGN	

CONDITIONS OF ISSUANCE

- | | | | |
|----------------------------------|--------------------------|-------------|--|
| <input type="checkbox"/> Approve | | | |
| <input type="checkbox"/> Deny | Building Official: _____ | Date: _____ | |
| <input type="checkbox"/> Approve | | | |
| <input type="checkbox"/> Deny | Zoning Official: _____ | Date: _____ | |

